

**G-7 QUARTERLY RETURN**  
FOR MONTHLY PAYER (rev. 6/04)



Name and Address:

☐ Check Box if you are paying EFT

GA Withholding ID	FET Number	Period Ending	Due Date	Vendor Code
				<b>N/A</b>
Tax withheld this period	Tax withheld this period	Tax withheld this period	Explanation of adjustments	
Adjustment to tax	Adjustment to tax	Adjustment to tax		
<b>Tax Due (Line 1 + or - Line 2)</b>	<b>Tax Due (Line 1 + or - Line 2)</b>	<b>Tax Due (Line 1 + or - Line 2)</b>		
<b>Tax Paid</b>	<b>Tax Paid</b>	<b>Tax Paid</b>	I declare under the penalty of perjury that this return has been examined by me and to the best of my knowledge is a true and complete return. Signature _____ Title _____	
Date Received	Quarterly Total		Telephone	Date

Amount Paid \$

**INSTRUCTIONS FOR PREPARING MONTHLY WITHHOLDING FORM G-7**  
**FOR MONTHLY PAYER**

1. Form G-7 must be filed, even if no tax was withheld for a particular quarter. If a payment is enclosed, be sure to indicate the amount in the Amount Paid block.
2. Enter total amount of taxes withheld for the quarter in the Quarterly Total block.
3. Monthly payers should complete the sections for first month, second month and third month. The Tax Withheld, Tax Due and Tax Paid blocks must be filled in with the necessary tax information so that we can update your account accurately.

**Monthly payers** should submit payment using a payment voucher (Form GA-V) on or before the 15th of the following month. Any payment received after the 15th of the following month will be subject to interest and penalty. Monthly payers must also submit a G-7 quarterly reconciliation return on or before the last day of the month following the quarter. Use courtesy reply envelopes enclosed to mail each payment and to submit your G-7 quarterly return.

Contact the Withholding Tax Unit at (404) 417-3210 if you have questions about filing withholding tax or need instructions on preparing withholding tax forms.

**INSTRUCTIONS FOR COMPLETING MONTHLY WITHHOLDING FORM G-7**  
**FOR MONTHLY PAYER**

1. Complete the "Tax withheld this period" boxes for the first, second and third month.
2. Enter the adjustment amount in the "Adjustment to tax" box, if applicable. Explain the adjustment where indicated.
3. Enter the "Tax Due" and "Tax Paid" amounts in the appropriate boxes.
4. Enter the total amount of tax withheld for the quarter in the "Quarterly Total" box. If a payment is enclosed, indicated the amount in the "Amount Paid" box.

**Georgia Department of Revenue**  
**P.O. Box 105678**  
**Atlanta, GA 30348-5678**

Contact the Withholding Tax Unit at 404-417-3210 if you need additional information or assistance.